

Instructions - LG861e

Daily Cash Bank Accounting for Electronic Pull-tabs and Electronic Linked Bingo

Complete a new form each month. Use at least one line on the form for each day's electronic game activity.

Before electronic sales begin for the first time in the month:

- Enter the date in column A, the amount of cash in the cash drawer in column B, and initial column C.
- The amount in the cash drawer should equal the starting cash bank amount at the beginning of the month listed at the top of the form.

At the conclusion of sales for the day:

- Enter the total cash amount in the cash drawer in column D, initial column E.
- Compute the net change to cash bank amount in column F by subtracting column B from column D. This may be a negative amount.
- Enter the net receipts as listed on the POS report in Column G. For purposes of this form, the net receipts includes:
 - electronic pull-tab gross receipts less prizes, plus
 - electronic linked bingo gross receipts less bingo prizes awarded in credits at the site.
- Subtract column G from column F and enter amount in column H.

Deposit or replenishment amount

- If the amount in column F was positive:
 - the amount column F must be deposited within 4 business days of the date in column A;
 - if the amount in column F is removed from the cash drawer so that it may be deposited, enter the amount pulled from the drawer in column I, then subtract column I from column D and enter the amount in column J;
 - if the amount from column F is left in the cash drawer, enter \$0 in column I and the amount from column D in column J
- If the amount in column F was negative:
 - if a check is written to replenish the amount in column F enter the amount added to the cash drawer in column I, then add column I to column D and enter the amount in column J
 - if no cash is added to the drawer, enter \$0 in column I and the amount from column D in column J

Monitoring Shortages by Shift

- LG861e can also be used to monitor shortages by shift. Complete columns A through H for each shift. Complete columns I and J only after the last shift of the day. It may be necessary to print additional sheets of the LG861e form.